



Wichita Police Department Policy Manual

Approved by: _____

Policy 526 - Recorded Statements

Page 1 of 1

Maintained by:
Persons Crimes Bureau

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- 526.01 R When conducting a recorded interview of a witness, a victim or a suspect, an investigator or police officer may do so by him/herself or have one or two other investigators present also. Under most circumstances, the investigator conducting a recorded interview will be the rank of detective or above.
- 526.02 The interviewer will be responsible for noting the date, time, location of the interview, and case number. At the discretion of the interviewer, complete case information and a brief synopsis of the crime can be recorded.
- 526.03 The interviewer conducting the interview will have all persons present verbally identify themselves.
- A. Each Department member will state his/her full name, rank, identification number, and section of assignment;
 - B. A suspect/witness will give his/her full name, age, race, sex, date of birth, home address, home telephone number, and social security number.
- 526.04 The person being interviewed can be informed of the function and purpose of the recording device, [i.e. "Do you understand that this is a recording device and will reproduce our conversation?"]. A verbal acknowledgment will be required.
- 526.05 Prior to interviewing the suspect, the interviewer will either clearly read aloud the Miranda Warnings or have the suspect read aloud the Miranda Warnings and obtain a verbal response from the suspect to each statement.
- 526.06 The interviewer will ask the person being interviewed to relate any information about the event in question. After the interview has been completed, the interviewer will ask other officer/detectives present if they have any questions or points that require clarification.
- 526.07 At the conclusion of the interview, it is essential that the interviewer have all parties present identify themselves again, as outlined in Section 526.03. The witness/suspect should verbally confirm that the recorder was continuously operated and there were no interruptions. The interviewer will provide a brief explanation if the recorder was stopped during the interview.
- 526.08 After the interview has been terminated, the investigator in charge should conclude by recording the date and time.
- 526.09 Recording suspect interviews will be done at the discretion of the Detective in charge of the investigation.
- 526.10 R In felony DV cases, Officers will obtain recorded statements from all involved parties: victim (s), witness(s), and suspect(s). If available, Officers can obtain recorded statements from calling parties. Whenever available, detectives should be contacted to conduct the recorded statements. When using a digital recorder, the recorded statements will be downloaded into a DVI file within Laserfiche prior to the end of the officer's shift.